

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

HISTORIAN SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists, with responsibility for a historical program or specialty area. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There is one classification in this job.

Position Code Title – Historian Specialist-3

Historian Specialist 14

The employee functions as a third-level specialist.

JOB CONCEPTS

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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Develops tours, lectures and demonstrations; provides information and assistance to researchers and other professional historians.

Participates in the accessioning and exhibition of historical artifacts and primary records of permanent value.

Performs independent research to evaluate the origin, authenticity, heritage, and esthetic, archival and historical value of documents, artifacts and historic sites, and makes recommendations regarding their preservation or disposition.

Researches primary and secondary sources of historical data to verify accuracy of information and gather information to write and design features, articles, brochures, and books for publication.

Oversees preparation of audio-visual and other educational materials dealing with aspects of Michigan history for use by teachers and other educators.

Works with local historical societies, local organizations, and local governments to encourage the identification, assessment, designation, protection, preservation, and restoration of historic sites.

Coordinates state and federal grant-in-aide programs that provide site preservation and restoration monies.

Formulates procedures, policies, and guidelines for assigned departmental programs.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other nonessential functions as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of the reporting methods and techniques.

Knowledge of the methods of historical research.

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Knowledge of historiography.

Knowledge of the proper techniques for handling, caring for, evaluating and preserving historical artifacts.

Knowledge of the methods and procedures of accessioning and cataloging museum artifacts.

Knowledge of environmental review procedures as they relate to cultural resource preservation.

Knowledge of procedures and processes involved in editing, layout, and printing of publications.

Knowledge of methods and techniques utilized in museum education or history appreciation programs and activities.

Knowledge of American architectural styles and history.

Knowledge of archival principles, concepts and practices relating to arrangement and description of records.

Knowledge of primary sources of regional historical research materials.

Knowledge of the National Register of Historic Places program.

Knowledge of Michigan history.

Knowledge of community preservation organizations.

Ability to conduct, synthesize, and interpret historical research.

Ability to write articles for publication in professional journals.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

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Ability to communicate with others verbally and in writing; and maintain records, and prepare reports and correspondence related to the work.

Ability to maintain favorable public relations.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a master's degree in history, art history, museum studies, anthropology, American Studies, architectural history, historic preservation, or archival management, or equivalent.

Experience

Five years of professional post-master's experience studying, preserving, analyzing, and interpreting history, historical artifacts, records, and sites.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

HISTSPL3

Job Code Description

Historian Specialist

Position Title

Historian Specialist 14

Position Code

Historian Specialist-3

Pay Schedule

W22-081